

***City of York Board of Architectural Review  
Minutes  
January 9, 2023***

Members present:

Acting Chairperson Gene Gaulin  
Gary Stewart  
Diane Hanlon  
Quin Witte  
Missy Coleman

Members absent:

Beth Johnston  
Linda Lowman

Others present:

Planning Director Breakfield  
Planner Kim Womble  
Municipal Clerk Amy Craig  
(See sign in sheet)

Acting Chairperson Gene Gaulin called the meeting to order at 6:30 p.m.

**The first item of business** was approval of the draft Minutes from the December 5, 2022 meeting. Upon a Motion by Missy Coleman, seconded by Gary Stewart, the Board unanimously approved the draft Minutes as submitted.

**The second item of business** was consideration of a certificate of appropriateness (COA) for an accessory building at 211 Kings Mountain Street.

Gary Stewart reminded everyone that metal and vinyl siding were not allowed but that hardi-plank siding was allowed. Gene Gaulin cited Historic District Construction Design Standards (HDCDS) that proposed materials for accessory buildings must be similar to or the same as that of the residence and that the proposed material (metal siding) was not compliant.

After much discussion and upon a Motion by Gary Stewart, seconded by Missy Coleman, the Board unanimously denied the application as submitted since the subject certificate of appropriateness application did not comply with the HDCDS (metal siding is not allowed in this situation).

**The third item of business** was consideration of a certificate of appropriateness (COA) for an exterior renovation at 16 Church Street.

Charles Brooks, the project manager, provided a summary of the project for the Board.

After much discussion and upon a Motion by Gary Stewart, seconded by Diane Hanlon, the Board unanimously conditionally approved the application based on the following (finding that the subject certificate of appropriateness application did conditionally comply with the HDCDS):

1. One over one windows being installed (two over two is preferable, if available)
2. Horizontal, wood lap siding
3. Refinish door

**The fourth item of business** was consideration of a certificate of appropriateness (COA) for signage and exterior renovations for Harbor Freight to be located at 710 East Liberty Street and located in the Gateway Corridor Overlay District.

Matthew Million, the representative for Harbor Freight, presented a project summary for the Board.

After much discussion and upon a Motion by Gary Stewart, seconded by Missy Coleman, the Board unanimously approved the application as submitted.

**The sixth item of business** was consideration of a Special Tax Assessment application for Loreen Daly's property located at 6 West Madison Street.

Upon a Motion by Gary Stewart, seconded by Missy Coleman, the Board unanimously approved the application as submitted.

**The seventh item of business** was to consider moving the February meeting due to City Council having to reschedule their regular meeting to the BAR's regular meeting night..

By affirmation, the Board agreed to move its meeting to Wednesday, February 8, 2023 at 6:30 pm.

**The eighth item of business** was documentation of certificate of appropriateness applications.

**The ninth item of business** was an update regarding staff-approved certificates of appropriateness. Planning Director Breakfield indicated that there were no (0) staff-approved COA application to report at this meeting.

Additionally, Gary Stewart wanted the next meeting agenda to reflect a discussion about new homeowners in the historic district receiving full disclosure during the closing of their home regarding historic district standards. By affirmation, the next meeting agenda will include this topic.

There being no further business, the meeting was adjourned at 7:40 pm.

Respectfully submitted,

C. David Breakfield, Jr., AICP, MCP  
Planning Director

Amy Craig,  
Municipal Clerk

cc: File, Board of Architectural Review 1/9/2023  
Dalton Pierce, City Manager